



***MIAMI-DADE COUNTY  
BUSINESS ENTITY REGISTRATION APPLICATION  
DEPARTMENT OF PROCUREMENT MANAGEMENT***

**INTRODUCTION**

Welcome to **Miami-Dade County**, and thank you for your interest in doing business with the County. The Department of Procurement Management maintains an up-to date record of business entities registered to do business with **Miami-Dade County**. This centralized process enables you to submit a single application to establish contact with County departments requesting goods and services.

**TO REGISTER**

In order to do business with **Miami-Dade County** and remain on the County's list, you must complete this Business Entity Registration Application with the required disclosure affidavits, W-9 and/or W-8ECI Form, a copy of the firm's Miami-Dade County Business Occupational License (if the firm is domiciled in Miami-Dade County), a copy of the State Corporate Certificate and a copy of preprinted Form 8109 or any preprinted IRS form showing your business name and EIN number. The vendor application should be completed in blue ink or typed with corresponding signatures. Vendor application submitted in pencil will be returned.

**REMIT ALL OF THE ABOVE DOCUMENTS BY MAIL OR IN PERSON TO THE FOLLOWING ADDRESS**

**DEPARTMENT OF PROCUREMENT MANAGEMENT  
ADMINISTRATIVE AND FISCAL DIVISION  
VENDOR ASSISTANCE UNIT  
111 NW 1<sup>st</sup> STREET, SUITE 1300  
MIAMI, FLORIDA 33128**

After the initial registration, registered business entities are required to submit a Registration Renewal Package (mailed by the County in October to all active vendors) with required documents. All information may be updated at any time by notifying the Vendor Assistance Unit at 111 NW 1<sup>st</sup> Street, Suite 1300, Miami, Florida 33128, in writing, on company letterhead, and signed by an authorized agent of the business entity. **No changes will be considered over the telephone.**

Firms submitting incomplete applications will not be placed on the County's active list of registered business entities. Therefore, to avoid unnecessary interruptions, it is important to follow the instructions and review the completed package before submitting it to the County. Each document must be signed in the appropriate places and notarized as required.

If you need assistance in completing this application or have questions, please contact the Vendor Assistance Unit at (305) 375-5773.

We look forward to a mutually successful business relationship.

## INSTRUCTIONS TO COMPLETE APPLICATION

### COMPANY DATA

- 1A Employer Identification Number (EIN):** In order to establish a computer file for your firm, you must enter your firm's EIN or if none, the owner's Social Security Number. This number becomes your "County Vendor Number".
- 1B Name of Business:** Enter the name of the entity, individual(s), or corporation; followed by any other name used to do business (dba) and the physical address for the business main office. This business name shall appear on all invoices submitted to the County.
- 2. Mailing Address:** Enter the business mailing address if different from above. Leave blank if address is the same.
- 3. Other Affiliate:** Enter name and address of Business Affiliate, i.e. parent company or subsidiary.
- 4. Contact Person:** Enter your firm's contact person's name and title. Bid notices will be addressed to this person's attention.
- 5. Firm's Telephone Number:** Enter your firm's telephone numbers; include Miami-Dade County or 800 numbers if available, and the fax number for the contact person named above. Enter your firm's e-mail address, if any.
- 6. Type of Business Organization:** Place a checkmark next to the applicable item that describes the type of organization for your firm and enter additional information as requested for that item. If incorporated, a copy of the company Certificate of Incorporation and Form 8109 (Federal Tax Deposit Coupon) shall be submitted as verification of the company name and Federal Employer Identification number. If using a Social Security number, a copy of the Social Security card shall be submitted. Also, if a corporation that trades in stock ownership in a public stock exchange market, check "Publicly Traded Corporation" and name the stock exchange market of registration and symbol.
- 7. Years Firm Engaged in Present Business:** Place a checkmark next to the applicable item that describes the number of years that your firm has been established.
- 8. Principals and Ownership:** Enter the names of the owners and/or the officers of the company and indicate the percentage of ownership for each if applicable. If publicly traded corporation or owned by other corporation, indicate so in space provided for "other".
- 9. Are any of the Owners or Principals in the Firm or their immediate family members a Miami-Dade County Employee?** If owner or any of the principals of your firm are currently Miami-Dade County employees, enter the name and Social Security Number for each individual.
- 10. Small Business Certification:** If you wish to apply for certification, contact the Department of Business Development at (305) 375-3111. The County endeavors to obtain the participation of small business enterprises.
- 11. Type of Business:** Place a checkmark on the line that describes the trade classification for your business and describes the products and/or services provided.
- 12. Total Number of Employees:** Enter the total number of persons employed by your company at the present time.

### MIAMI-DADE COUNTY BUSINESS ENTITY AFFIDAVITS

- 1. Ownership Disclosure:** Pursuant to Section 2-8.1(d) of the County Code, firms registered to do business with the County must fully disclose their legal name, physical address and ownership. Publicly Traded Corporations are exempt from this requirement, but must indicate by letter that it is a Publicly Traded Corporation and include the name of the stock exchange market and symbol where registered.
- 2. Employment Disclosure:** Pursuant to Section 2-8.1(d) of the County Code, firms contracting or transacting business with the County are required to submit additional contractor disclosure as to composition of work force, paid health insurance benefits, and existence of collective

bargaining agreement. Publicly Traded Corporations are exempt from this requirement.

- 3. Drug-Free Workplace:** Pursuant to Section 2-8.1.2(b) of the County Code, all persons and entities that contract with the County are required to certify that they will maintain a drug-free workplace and requires such persons and entities to provide notice to employees and to impose sanctions for drug violations occurring in the workplace.
- 4. Disability Nondiscrimination:** Pursuant to County Resolution 385-95, firms transacting business with Miami-Dade County shall provide an affidavit indicating compliance with all requirements of the Americans with Disabilities Act (A.D.A.).
- 5. Debarment Disclosure:** Pursuant to Section 10-38 of the County Code, firms wishing to do business with the County must certify that its contractors, subcontractors, officers, principals, stockholders, or affiliates are not debarred by the County before submitting a bid.
- 6. Taxes, Fees and Parking Tickets:** Pursuant to Section 2-8.1 (c) of the County Code, firms wishing to transact business with the County must certify that all delinquent and currently due fees, taxes and parking tickets have been paid.
- 7. Code of Business Ethics:** Pursuant to Sections 2-8.1(i) and 2-11.1(b) (1) through (6) and (9) of the County Code and County Ordinance No.00-1 amending Section 2-11.1(c) of the County Code, firms wishing to transact business with the County must certify that it has adopted a Code that complies with the requirements of Section 2-8.1 of the County Code. The Code of Business Ethics shall apply to all business that the contractor does with the County and shall, at a minimum, require the contractor to comply with all applicable governmental rules and regulations.
- 8. Arrearage of Bidder:** Pursuant to Section 2-8.1 of the County Code, no individual or entity who is in arrears in any payment under a contract, promissory note or other document with the County shall be allowed to receive any new business. Any firm wishing to transact business with County must certify it is not in arrears in any payment to the County.
- 9. Family Leave:** Pursuant to Section 11A-30 of the County Code, firms contracting business with Miami-Dade County which have more than fifty (50) employees for each working day during each of twenty (20) or more work weeks in the current or preceding calendar year are required to certify that they provide family leave to their employees.
- 10. Living Wage:** Pursuant to Section 2-8.9 of the County Code all applicable contractors entering into a contract with the County shall agree to pay the prevailing living wage required by this section of the County Code.
- 11. Domestic Leave:** Pursuant to Section 11A-60 of the County Code, firms wishing to transact business with the County must certify that it is in compliance with Domestic Leave Ordinance.

### COMMODITY SELECTION CHECKLIST

Place a checkmark next to those commodities and/or service groups that you can provide to the County. After filing this information, you will receive the specific breakdown list for those groups of commodities and/or services that you identified.

### REQUEST FOR TAXPAYER I.D. NO. AND CERTIFICATE OF FOREIGN EXEMPTION (W-9,W-8ECI FORM)

All firms contracting business with Miami-Dade County must furnish a W-9 and/or W-8ECI form as required by the Internal Revenue Service.

**ALL OF THE REQUIRED DOCUMENTS MUST BE COMPLETED, AND PROPERLY SIGNED OR THIS COMPLETE PACKAGE WILL BE RETURNED TO YOU**

MIAMI-DADE COUNTY, FLORIDA

## BUSINESS ENTITY REGISTRATION APPLICATION

**1A. EMPLOYER ID NUMBER (EIN):** \_\_\_\_\_ - \_\_\_\_\_

Owner's Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(If EIN number is not available)

**1B. NAME OF BUSINESS:** (This name will be used on purchase orders and checks issued to your company)

\_\_\_\_\_  
Name of Entity, Individual(s), Partners, or Corporation

\_\_\_\_\_  
Doing Business As (if same as above, leave blank)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**2. MAILING ADDRESS:** (If same as above, leave blank)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**3. OTHER AFFILIATE:** ☐ Parent Company ☐ Subsidiary

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**4. CONTACT PERSON:** (Bid Notices will be forwarded to the individual named here)

☐ Mr ☐ Ms ☐ Mrs

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Title

**5. FIRM'S TELEPHONE NUMBERS:**

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Toll Free

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax

e-mail: \_\_\_\_\_

**6. TYPE OF BUSINESS ORGANIZATION:**

☐ Corporation – Incorporated in the State of \_\_\_\_\_

☐ Publicly Traded Corporation

\_\_\_\_\_  
Stock Exchange Market of Registration

\_\_\_\_\_  
Symbol

☐ Partnership

☐ Sole Proprietorship (One Individual Owner)

☐ Not-for-Profit Organization

☐ Other (Specify): \_\_\_\_\_

**7. YEARS FIRM HAS BEEN IN PRESENT BUSINESS:**

☐ Less than 1 yr. ☐ 1 to 5 yrs. ☐ 6 to 10 yrs. ☐ 10+yrs

**8. PRINCIPALS AND OWNERSHIP:** Please provide the full legal name and business address (Post office box addresses will not be accepted) of all individuals having any interest in a resulting contract. For a corporation, information shall be provided for each officer, director and stockholder holding, directly or indirectly, five (5) percent or more of outstanding stock (please indicate percent of ownership for each). For partnerships, the foregoing information shall be provided for each partner. For a trust, the foregoing information shall be provided for the trustee and each beneficiary of the trust.

Full Name	Title	Address	Gender	Ethnicity	% of ownership
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**9. ARE ANY OF THE OWNERS OR PRINCIPALS IN THE FIRM, OR THEIR IMMEDIATE FAMILY MEMBERS, AN EMPLOYEE OF MIAMI-DADE COUNTY?\***

☐ YES ☐ NO

If "Yes", enter the employee's name and Social Security Number and the owner's or principal's name. If more than one, use a separate sheet.

Employee's Name: \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-  
Social Security Number

Owner's or Principal's Name: \_\_\_\_\_

#### 10. SMALL BUSINESS CERTIFICATION

If you wish to apply for certification, contact the Department of Business Development, 111 NW 1<sup>st</sup> Street, 19<sup>th</sup> Floor, Miami, Florida 33128-1900. Phone: (305) 375-3111. The County endeavors to obtain the participation of small business enterprises.

**11. TYPE OF BUSINESS:** (Indicate by checkmark and identify type of product and/or service)

- ☐ Manufacturer or Producer: \_\_\_\_\_  
☐ Dealer or Distributor: \_\_\_\_\_  
☐ Maintenance or Repair: \_\_\_\_\_  
☐ Rental or Lease of: \_\_\_\_\_  
☐ Construction Contractor: \_\_\_\_\_  
☐ Professional Services: \_\_\_\_\_  
☐ Other Services: \_\_\_\_\_

**12. TOTAL NUMBER OF EMPLOYEES:** \_\_\_\_\_

\*\*Section 2-11.1(d) of the Miami-Dade County Code provides that a County employee may not enter into any contract or transact any business through a firm, corporation, partnership or business entity in which he or any member of his immediate family has a controlling financial interest, direct or indirect, with Dade County or any person or agency acting for Dade County and any such contract, agreement or business engagement entered in violation of this subsection shall render the transaction voidable. For additional information, please contact the Ethics Commission hot line at 305-579-2594.

## AFFIRMATIONS AND SIGNATURES

The undersigned hereby certifies that the foregoing statements are true and correct and include all of the material necessary to identify and explain the operation of the business described herein as well as the ownership of it. The undersigned agrees to provide Miami-Dade County with current, complete and accurate information for each project contracted and for all proposed changes in any contractual agreement. Misrepresentations shall be grounds for terminating any contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signed by: \_\_\_\_\_ Name of Firm: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## CHECKLIST OF DOCUMENTS TO BE SUBMITTED

- ☐ Submit copy of current Miami-Dade County Occupational Business License (If physically located in Miami-Dade County).
- ☐ Submit copy of Certificate if your Company is under one of the following:  
Corporation, Trademarks, Limited Partnerships, Limited Liability Company, Limited Liability & General Partnerships and Fictitious Business Name(s).
- ☐ W-9 and/or W-8ECI\* Form
- ☐ Submit copy of Form 8109 (Federal Tax Deposit Coupon preprinted from the IRS with your business name and EIN number) **OR** any other preprinted IRS form issued by the IRS identifying your business name and EIN number.
- ☐ Submit copy of Social Security Card – If registering under your name, Fictitious Business Name(s) and EIN number is not available.

**\* Certificate of Foreign Person's Claim for Exemption from Withholding on Income Effectively  
Connected With the Conduct of a Trade or Business in the United States**

**ALL APPLICATIONS SHOULD BE COMPLETED IN BLUE INK  
OR TYPED WITH CORRESPONDING SIGNATURES.  
APPLICATIONS THAT ARE INCOMPLETE AND/OR  
SUBMITTED IN PENCIL WILL BE RETURNED.**



## MIAMI-DADE BUSINESS ENTITY AFFIDAVITS

I, \_\_\_\_\_, being first duly sworn state:

The full legal name and business address of the person(s) or entity contracting or transacting business with Miami-Dade County are (Post Office addresses are not acceptable):

\_\_\_\_\_  
Federal Employer Identification Number (If none, Social Security Number)

\_\_\_\_\_  
Name of Entity, Individual(s), Partners, or Corporation

\_\_\_\_\_  
Doing Business As (If same as above, leave blank)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

### **I. MIAMI-DADE COUNTY OWNERSHIP DISCLOSURE AFFIDAVIT** (Sec. 2-8.1 of the County Code)

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable).

**If no officer, director or stockholder own (5%) or more of stock, please write "None" below.**

Full Legal Name	Address	Ownership
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

2. The full legal names and business address of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) that have, or will have, any interest (legal, equitable beneficial or otherwise) in the contract or business transaction with Dade County are (Post Office addresses are not acceptable).

**If "not applicable (N/A)" or "None", please indicate in space below.**

\_\_\_\_\_  
\_\_\_\_\_

**II. MIAMI-DADE COUNTY EMPLOYMENT DISCLOSURE AFFIDAVIT** - County Ordinance No. 90-133, amending Section 2.8-1(d)(2) of the County Code. The following information and attachments are provided and are in compliance with all items in the aforementioned Section:

1. Does your firm have a collective bargaining agreement with its employees? ☐ Yes ☐ No
2. Does your firm provide paid health care benefits for its employees? ☐ Yes ☐ No
3. Provide a current breakdown (number of persons) of your firm's work force and ownership as to race, national origin and gender:

White:	_____ Males	_____ Females	Asian:	_____ Males	_____ Females
Black:	_____ Males	_____ Females	Native American:	_____ Males	_____ Females
Hispanics:	_____ Males	_____ Females	Alaskan Natives:	_____ Males	_____ Females
_____:	_____ Males	_____ Females	_____:	_____ Males	_____ Females

**III. MIAMI-DADE EMPLOYMENT DRUG-FREE WORKPLACE AFFIDAVIT**

Section 2-8.1.2(b) of the County Code.

That in compliance with Ordinance No. 92-15 of the Code of Miami-Dade County, the above named firm is providing a drug-free workplace. A written statement to each employee shall inform the employee about:

1. Danger of drug abuse in the workplace
2. The firms' policy of maintaining a drug-free environment at all workplaces
3. Availability of drug counseling, rehabilitation and employee assistance programs
4. Penalties that may be imposed upon employees for drug abuse violations

The firm shall also require an employee to sign a statement, as a condition of employment that the employee will abide by the terms of the drug-free workplace policy and notify the employer of any criminal drug conviction occurring no later than five (5) days after receiving notice of such conviction and impose appropriate personnel action against the employee up to and including termination.

**IV. DISABILITY NONDISCRIMINATION AFFIDAVIT**

Miami-Dade County Resolution R-385-95.

I, being duly sworn, state that this firm, is in compliance with and agrees to continue to comply with, and assure that any subcontractor, or third party contractor shall comply with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

1. The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. Sections 225 and 611 including Titles I, II, III, IV and V.
2. The Rehabilitation Act of 1973, 29 U.S.C. Section 794
3. The Federal Transit Act, as amended 49 U.S.C. Section 1612
4. The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

**V. MIAMI-DADE COUNTY DEBARMENT DISCLOSURE AFFIDAVIT**

Section 10.38 of the County Code.

I, being duly sworn, confirm that none of this firm's agents, officers, principals, stockholders, subcontractors or their affiliates are debarred by Miami-Dade County.

**VI. MIAMI-DADE COUNTY COLLECTION OF TAXES, FEES AND PARKING TICKETS AFFIDAVIT** Section 2-8.1(C) of the County Code.

I, being duly sworn, confirm that all delinquent and currently due fees or taxes (including, but not limited to, real and personal property taxes, convention and tourist development taxes, utility taxes, and occupational license taxes) collected in the normal course by the Miami-Dade County Tax Collector and County issued parking tickets for vehicles registered in the name of the above firm, have been paid.

**VII. MIAMI-DADE COUNTY CODE OF BUSINESS ETHICS AFFIDAVIT**

Sections 2-8.1(i) and 2-11(b)(1) of the County Code.

I, being duly sworn, confirm that this firm has adopted a Code of business ethics which complies with the requirements of Sections 2-8.1 of the County Code, and that such code of business ethics shall apply to all business that this firm does with the County and shall, at a minimum, require the contractor to comply with all applicable governmental rules and regulations.

**VIII. CURRENT STATUS OF OBLIGATIONS TO THE COUNTY**

Section 2-8.1 of the County Code.

I, being duly sworn, confirm that this firm complies with Section 2-8.1, which requires that no individual or entity who is in arrears in any payment under a contract, promissory note or other document with the County shall be allowed to receive any new business.

**IX. FAMILY LEAVE**

I being duly sworn, confirm that if applicable, this firm complies with Section 11A-30 of the County Code, which requires that firms contracting business with Miami-Dade County which have more than fifty (50) employees for each working day during each of twenty (20) or more work weeks in the current or preceding calendar year are required to certify that they provide family leave to their employees. Firms with less than the number of employees indicated above are exempt from this requirement, but must indicate by letter signed by an authorized agent) that it does not have the minimum number of employees required by the County Code.

**X. LIVING WAGE**

I being duly sworn, confirm that if applicable, this firm complies with Section 2-8.9 of the County Code, which requires that all applicable contractors entering a contract with County shall agree to pay the prevailing living wage required by the section of the County Code.

**XI. DOMESTIC LEAVE**

I being duly sworn, confirm that if applicable, this firm complies with 11A-60 of the County Code, which requires that firms wishing to transact business with the County must certify that it is in compliance with the Domestic Leave Ordinance. This ordinance applies to employers that have, in the regular course of business, fifty (50) or more employees working in Miami-Dade County for each working day during current or preceding calendar year.



## NOTE

**BY SIGNING AND NOTARIZING THIS PAGE YOU ARE ATTESTING TO AFFIDAVITS I THRU XI, PAGES 6, 7, 8, AND 9 OF THIS APPLICATION.**

**IT IS THE VENDOR'S RESPONSIBILITY TO COMPLY WITH AND KEEP CURRENT ALL STATEMENTS SWORN TO IN THE ABOVE AFFIDAVITS.**

By: \_\_\_\_\_ (Signature of Affiant) \_\_\_\_\_ (Date)

(Printed Name of Affiant and Title) \_\_\_\_\_

(Federal Employer Identification Number) \_\_\_\_\_

\_\_\_\_\_  
(Name of Firm) \_\_\_\_\_ (Address of Firm)

**SUBSCRIBED AND SWORN TO** (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

by \_\_\_\_\_ . He/She is personally known to me or has presented

\_\_\_\_\_ as identification.  
(Type of Identification)

---

(Signature of Notary)

---

(Serial Number)

---

 (Print or Stamp of Notary)

---

 (Expiration Date)

Notary Public - State of \_\_\_\_\_ Notary Seal  
(State)



Name of Firm: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_

### COMMODITY SELECTION CHECKLIST

Checkmark the items that apply to your business

#### ADVERTISING SPECIALTIES/PROMOTIONAL ITEMS

- ☐ 080-00 Badges, Emblems, Nametags, Plates, etc.
- ☐ 350-00 Flags, Flag Poles, Banners and Accessories
- ☐ 578-84 Promotional and Advertising Items, Souvenirs
- ☐ 962-33 Engraving Services: Awards, Trophies, etc.
- ☐ 962-37 Flagpole Services
- ☐ 962-51 Laminating Services
- ☐ 962-52 Mapping Services

#### AIR CONDITIONING, HEATING, VENTILATION, CHILLER PLANTS

- ☐ 031-00 Air Conditioning, Heating and Ventilating Equipment, Parts and Accessories
- ☐ 740-00 Refrigeration Equipment and Accessories
- ☐ 962-23 Chemical Treatment Services of Boilers and Tower Water Plants

#### AIRCRAFT AND AIRPORT EQUIPMENT, ACCESSORIES, SUPPLIES AND SERVICES

- ☐ 035-00 Aircraft and Airport Equipment, Parts and Supplies
- ☐ 905-03 Aerial Patrolling Services (Not Survey)
- ☐ 905-05 Aerial Photography Services
- ☐ 905-10 Aerial Surveys (Including Wildlife Censuses)
- ☐ 905-12 Aircraft Crash Removal Services
- ☐ 905-14 Airplane/Helicopter Services (Not otherwise classified)
- ☐ 905-17 Airport Management Services
- ☐ 905-20 Air Rescue and Transfer of Patients
- ☐ 905-25 Aerial Crop Dusting and Seeding Services (All Kinds)
- ☐ 905-53 Pilot Training services
- ☐ 905-60 Removal Services of Rubber Deposits from Runways
- ☐ 905-70 Aircraft Storage Space Services (Not Building Lease)
- ☐ 906-06 Airport Services (Lighting, Fueling, Navigational Aids, etc.)

#### ANIMALS, LIVE –AND- DRUGS, FOOD, CARE SERVICE AND SUPPLIES

- ☐ 040-00 Live Animals
- ☐ 325-00 Feed, Bedding, Vitamins and Supplements for Animals
- ☐ 080-75 Pet Identification Tags
- ☐ 080-80 Wildlife Bands, Labels and Tags
- ☐ 962-06 Animal Care, Animal Shelter Service, etc.

#### APPAREL, UNIFORMS, GLOVES, SHOES, ETC.

- ☐ 200-00 Clothing, Apparel, Uniforms and Accessories
- ☐ 800-00 Shoes and Boots
- ☐ 962-78 Sewing and Alteration Services
- ☐ 962-80 Shoe and Boot Repair

**APPLIANCES**

- ☐ 045-00 Appliances and Equipment, Household Type
- ☐ 500-00 Laundry and Dry Cleaning Equipment, Accessories, Parts and Supplies

**ART, CRAFT, PAINTINGS, MUSIC, ENTERTAINMENT**

- ☐ 232-00 Crafts, General
- ☐ 233-00 Craft Supplies and Equipment
- ☐ 580-00 Musical Instruments, Accessories and Supplies
- ☐ 962-05 Amusement and Entertainment Services
- ☐ 962-63 Piano Tuning Services
- ☐ 962-72 Restoration/Preservation Services of Antiques, Costumes, Paintings and other Objects

**AUDIO VISUAL EQUIPMENT, TV/BROADCAST AND PRODUCTION SERVICE EQUIPMENT**

- ☐ 803-00 Sound Systems, Components, Group Intercom, Public Address Systems
- ☐ 855-00 Theatrical Equipment and Supplies
- ☐ 840-00 Television Equipment and Accessories

**AUTOMOTIVE**

- ☐ 025-00 Air Compressors and Accessories
- ☐ 055-00 Accessories for Vehicles
- ☐ 060-00 Automotive Maintenance Items
- ☐ 065-00 Automotive Bodies, Accessories and Supplies
- ☐ 070-00 Automotive Vehicles, Scooters, Trailers and related Transportation Equipment
- ☐ 075-00 Automotive Shop Equipment and Supplies
- ☐ 110-00 Belts and Belting
- ☐ 962-17 Bus and Taxi Services, Limousines and Vans
- ☐ 962-62 Pneumatic Tube, Maintenance and Repair
- ☐ 962-84 Tire Shredding Services
- ☐ 968-90 Vehicle Towing and Storage
- ☐ 962-85 Glass Tinting and Coating Services (Automotive and Buildings)

**BAGS, CONTAINERS, ACCESSORIES**

- ☐ 085-00 Bags, Bagging, Ties
- ☐ 100-00 Barrels, Kegs and Containers
- ☐ 320-00 Equipment and Supplies for Fastening, Packaging, Strapping and tying
- ☐ 510-00 Laundry Bags, Supplies, Baskets, Trucks, Accessories

**BUILDING MATERIALS AND SUPPLIES**

- ☐ 010-00 Acoustical Tile, Insulating Materials, etc.
- ☐ 135-00 Bricks and other Clay Products
- ☐ 150-00 Builder's Supplies
- ☐ 210-00 Concrete and Metal Curvets, Pilings, Septic Tanks, Accessories and Supplies
- ☐ 330-00 Fence Materials and Supplies
- ☐ 360-00 Floor Covering, Installation and Removal Equipment and Tools
- ☐ 440-00 Glass and Glazing Supplies
- ☐ 540-00 Lumber and Related Products
- ☐ 630-00 Paint, Wall Paper and Related Items
- ☐ 658-00 Pipe and Tubing
- ☐ 659-00 Pipe Fittings
- ☐ 670-00 Plumbing Equipment, Fixture and Supplies
- ☐ 745-00 Road and Highway Building Materials (Asphaltic)
- ☐ 750-00 Road and Highway Building Materials (Not Asphaltic)
- ☐ 770-00 Roofing Materials
- ☐ 360-00 Floor Covering Material and Supplies
- ☐ 670-00 Plumbing Equipment, Fixtures and Supplies

**BUILDINGS AND STRUCTURES – MODULAR – FABRICATED AND PREFABRICATED**

- ☐ 155-00 Modular, Prefabricated and Fabricated Buildings, Bridges, Shelters and other Structures

**CHEMICALS, EPOXIES**

- ☐ 180-00 Chemical Raw Material
- ☐ 190-00 Chemicals and Solvents
- ☐ 192-00 Cleaning Compositions, etc.
- ☐ 315-00 Epoxy Based Formulations for Adhesive, New Orleans, etc.

- ☐ 885-83 Flocculants, Polymeric
- ☐ 505-00 Laundry and Dry Cleaning Compounds and Supplies
- ☐ 885-00 Water and Wastewater Treatment Chemicals

#### **COMMUNICATIONS/TELECOMMUNICATIONS EQUIPMENT AND SUPPLIES**

- ☐ 725-00 Radio Communication, Telephone and Telecommunication Equipment, Supplies and Accessories
- ☐ 730-00 Radio Communication and Telecommunication Testing, Measuring and Analyzing Equipment and Accessories

#### **CONSTRUCTION CONTRACTORS AND SUB-CONTRACTORS**

- ☐ 906-00 Architect and other Professional Design Services
- ☐ 909-00 Building Construction Services
- ☐ 910-00 Building Maintenance and Repair Services
- ☐ 910-36 Air Conditioning Services
- ☐ 910-38 Asbestos Abatement
- ☐ 910-46 Lead Based Paint Abatement
- ☐ 910-60 Plumbing Services
- ☐ 918-00 Consulting Services
- ☐ 925-07 Air Conditioning Professional Services
- ☐ 962-16 Boring, Drilling, Testing and Sounding Services
- ☐ 962-18 Cable Construction Services, Installation/Maintenance (Fiber, Optics, Communication, Computer)
- ☐ 962-20 Septic Tank and Cesspool Cleaning and Maintenance Service
- ☐ 962-39 Hauling Services
- ☐ 962-64 Power Line Construction, Installation and Repair
- ☐ 962-96 Well Services (Including Oil, Gas & Water), Drilling, Plugging, Consulting, Maintenance, etc.
- ☐ 968-00 General Construction & Maintenance (Airport, Roadways, Utilities, Antenna Tower, Dredging Bridges, Demolition, Excavating, Wrecking and Removal, Sewer/Water/Wastewater, Public Works Constructions, etc.)
- ☐ 968-20 Building Construction Contractor
- ☐ 968-43 Golf Course Construction, Repair and Maintenance
- ☐ 968-77 Surveying (Not Aerial or Research)
- ☐ 968-47 Inspection Services, Construction Type
- ☐ 988-00 Roadside, Grounds, Recreational and Park Area Services
- ☐ 988-03 Athletic Field Maintenance
- ☐ 988-14 Erosion Control Services
- ☐ 988-15 Fence Installation and Repair
- ☐ 988-20 Fire Break Services
- ☐ 988-26 Flood Control Services
- ☐ 988-32 Grading (Except for Road Building)
- ☐ 988-41 Irrigation System Construction
- ☐ 988-46 Landfill Services
- ☐ 988-52 Landscaping Design, Fertilizing, Planting, etc. (Not Grounds Maintenance or Tree Trimming)
- ☐ 988-63 Park Area Construction/Renovation
- ☐ 988-68 Paving and Repair of Parking Lots (Not Including Driveways and Roads)
- ☐ 988-83 Swimming Pool Construction, Repairs, Renovations
- ☐ 988-86 tennis and sports court Repair and Renovation

#### **CONSTRUCTION CONTRACTOR-TYPE ASSISTANCE (TEMPORARY PERSONNEL AND WORKERS)**

- ☐ 964-00 Temporary Personnel, Laborers and Workers (All Types)

#### **CONSTRUCTION EQUIPMENT – LIGHT AND HEAVY DUTY**

- ☐ 360-00 Floor Covering Equipment
- ☐ 635-00 Painting Equipment and Accessories
- ☐ 755-00 Asphalt and Concrete Handling Equipment and Parts
- ☐ 760-00 Equipment and Parts: Earth Handling, Grading, Moving, Packing, etc.
- ☐ 765-00 Other Road and Highway Equipment and Parts

#### **CONSULTING SERVICES**

- ☐ 918-04 Accounting, Auditing and Budget Consulting Services
- ☐ 918-06 Administrative Consulting Services
- ☐ 918-07 Advertising Consulting Services
- ☐ 918-09 Agricultural Consulting Services
- ☐ 918-12 Analytical Studies and Surveys, Consulting Services
- ☐ 918-14 Appraisal, Consulting Services
- ☐ 918-19 Buildings, Structures and Components, Consulting Services
- ☐ 918-26 Communications: Public Relations Consulting Services

- ☐ 918-28 Computer Consulting Services – Hardware
- ☐ 918-29 Computer Consulting Services – Software
- ☐ 918-31 Construction Consulting Services
- ☐ 918-38 Education and Training Consulting Services
- ☐ 918-41 Energy Conservation Consulting Services
- ☐ 918-42 Engineering Consulting Services
- ☐ 918-43 Environmental Consulting Services
- ☐ 918-46 Feasibility Studies Consulting Services
- ☐ 918-49 Finance/Economics Consulting Services
- ☐ 918-52 Food Consulting Services
- ☐ 918-54 Furnishing Consulting Services
- ☐ 918-58 Governmental Consulting Services
- ☐ 918-62 Horticultural Consulting Services
- ☐ 918-65 Human Relations Consulting Services
- ☐ 918-69 Insurance Consulting Services
- ☐ 918-70 Inventory Consulting Services
- ☐ 918-75 Management Consulting Services
- ☐ 918-76 Marketing Consulting Services
- ☐ 918-78 Medical Consulting Services
- ☐ 918-81 Natural Disaster Consulting Services
- ☐ 918-85 Personnel/Employment Consulting Services
- ☐ 918-87 Purchasing Consulting Services
- ☐ 918-89 Real Estate/Land Consulting Services
- ☐ 918-93 Security/Safety Consulting Services
- ☐ 918-95 Telecommunications Consulting Services
- ☐ 918-97 Utility Consulting Services: Gas, Water, Electric

**CREDIT, LOAN, FINANCIAL, LEASING, INSURANCE, TITLE, APPRAISALS, ABSTRACTS, REAL ESTATE**

- ☐ 946-00 Financial Services
- ☐ 953-00 Insurance, All types
- ☐ 962-09 Auctioneering Services
- ☐ 962-47 Insurance and Risk Management Services

**DATA PROCESSING EQUIPMENT, SOFTWARE AND SUPPLIES**

- ☐ 205-00 Computers and Information Processing Systems
- ☐ 250-00 Data Processing Cards and Paper
- ☐ 920-00 Data Processing Services and Software

**ELECTRICAL**

- ☐ 280-00 Electrical Cables and Wires
- ☐ 285-00 Electrical Equipment and Supplies

**ELECTRONIC EQUIPMENT: ANALYZERS, INDICATORS, ETC.**

- ☐ 220-00 Controlling, Indicating, Measuring, Monitoring and Recording Instruments and Supplies
- ☐ 287-00 Electronic Components, Replacement Parts, Accessories and Miscellaneous Electronic Equipment

**ELEVATORS**

- ☐ 295-00 Elevators, Building Type

**ENVIRONMENTAL SERVICE, EQUIPMENT AND SUPPLIES**

- ☐ 962-40 Hazardous Materials Services
- ☐ 962-68 Radioactive Waste Disposal Services
- ☐ 988-56 Litter Removal Services, Including Beach Cleaning (Other than Buildings)

**FACILITIES SUPPLIES, SUPPORT SERVICES AND EQUIPMENT**

- ☐ 140-00 Broom, Brush and Mop Manufacturing Machinery and Supplies
- ☐ 145-00 Brushes
- ☐ 225-00 Cooler, Water Fountains (For Drinking Water)
- ☐ 192-00 Cleaning Compositions, Detergents, Solvents, Strippers
- ☐ 365-00 Floor Maintenance Machines, Parts and Accessories
- ☐ 485-00 Janitorial Supplies, General Line
- ☐ 910-00 Building Maintenance and Repair Services
- ☐ 910-39 Janitorial Services and Custodial Services
- ☐ 910-81 Window Washing Services

- ☐ 962-21 Cleaning Services, Steam and Pressure
- ☐ 962-85 Glass Tinting and Coating Services (Automobile and Buildings)
- ☐ 988-82 Swimming Pool Maintenance (Including Water Treatment)

#### **FOOD-BEVERAGES-TOBACCO PRODUCTS-ETC.**

- ☐ 375-00 Foods, Bakery Products (Fresh)
- ☐ 380-00 Foods, Dairy Products (Fresh)
- ☐ 385-00 Foods, Freeze-Dried, Frozen and Prepared Ready-to-Eat
- ☐ 390-00 Foods, Perishable
- ☐ 393-00 Foods, Stable Grocery and Grocer's Miscellaneous Items
- ☐ 660-00 Pipes, Tobaccos, Smoking Accessories, Alcoholic Beverages
- ☐ 962-19 Cafeteria Services
- ☐ 962-94 Bottled Water Services

#### **FUEL, OIL, GREASE AND LUBRICANTS**

- ☐ 405-00 Fuel, Oil, Grease and Lubricants
- ☐ 962-58 Oil Removal Services, Used (To include Oil and Petroleum Spill Services)
- ☐ 962-61 Petroleum Exploration Services

#### **FURNITURE, CURTAINS, UPHOLSTERY, INTERIOR DESIGN**

- ☐ 265-00 Draperies, Curtains, Upholstery
- ☐ 420-00 Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School
- ☐ 425-00 Furniture: Office
- ☐ 565-00 Mattress and Frame
- ☐ 962-48 Interior Design/Decorator Service
- ☐ 962-90 Upholstery Services (Other than Vehicles)

#### **HARDWARE, TOOLS, PAINTS, ACCESSORIES**

- ☐ 005-00 Abrasives
- ☐ 445-00 Hand Tools (Powered and Non-Powered), Accessories and Supplies
- ☐ 450-00 Hardware and Related Items
- ☐ 460-00 Hose, Accessories and Supplies: Garden

#### **INDUSTRIAL EQUIPMENT AND ACCESSORIES**

- ☐ 105-00 Bearings (Except Wheel Bearings and Seals)
- ☐ 110-00 Belts and Belting: Conveyor, Elevator, Power Transmission, V-Belts
- ☐ 140-00 Manufacturing Machinery and Supplies: Broom, Brush, Mop
- ☐ 460-00 Hose, Accessories and Supplies: Industrial
- ☐ 565-00 Manufacturing Machinery and Supplies: Mattress and Frame
- ☐ 895-00 Welding Equipment and Supplies

#### **KITCHEN, BAKERY AND RESTAURANT EQUIPMENT, ACCESSORIES AND SUPPLIES**

- ☐ 090-00 Bakery Equipment, Commercial
- ☐ 160-00 Butcher Shop and Meat Processing Equipment
- ☐ 165-00 Cafeteria and Kitchen Equipment: Commercial
- ☐ 240-00 Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, etc.
- ☐ 245-00 Dairy Equipment and Supplies
- ☐ 370-00 Food Processing and Canning Equipment and Supplies

#### **LABORATORY EQUIPMENT, SUPPLIES AND SERVICE**

- ☐ 175-00 Chemical Laboratory Equipment and Supplies
- ☐ 193-00 Clinical Laboratory Reagents and Tests: Blood Grouping, Diagnostic, Drug Monitoring, etc.
- ☐ 415-00 Laboratory Furniture
- ☐ 490-00 Laboratory Equipment and Accessories: Nuclear, Optical, And Physical
- ☐ 493-00 Laboratory Equipment and Accessories: Biochemistry, Chemistry, Environmental, Science, etc.
- ☐ 495-00 Laboratory and Field Equipment and Supplies: Biology, Botany, Geology, Microbiology, Zoology, etc.
- ☐ 962-22 Chemical Laboratory Services

#### **LANDSCAPING AND LAWN MAINTENANCE SERVICE, EQUIPMENT, TOOLS AND SUPPLIES**

- ☐ 020-00 Agricultural Equipment, Implements and Accessories
- ☐ 335-00 Fertilizers and Soil Conditioners
- ☐ 515-00 Lawn Maintenance Equipment, Accessories and Parts
- ☐ 595-00 Nursery Stock, Equipment and Supplies
- ☐ 790-00 Seed, Sod, Soil, Inoculants

- ☐ 968-88 Tree and Shrub Removal Services
- ☐ 988-36 Grounds Maintenance: Lawn Mowing, Edging, Plant, Trimming, etc.
- ☐ 988-88 Tree Trimming and Pruning Services
- ☐ 988-89 Weed and Vegetation Control Services

#### **LEATHER GOODS, LUGGAGE, PURSES, FABRIC, NOTIONS AND ACCESSORIES**

- ☐ 520-00 Leather and Related Equipment Products, Accessories and Supplies
- ☐ 530-00 Luggage, Brief cases, Purses and Related Items
- ☐ 590-00 Notions and Related Sewing Accessories and Supplies

#### **MARINE EQUIPMENT, SUPPLIES AND SERVICE**

- ☐ 120-00 Boats, Motors, Marine and Wildlife Equipment and Supplies
- ☐ 962-26 Diving Services
- ☐ 962-53 Marine Equipment and Marine Life Services (Except Maintenance and Repair)
- ☐ 962-54 Marine Buoys, Lights, etc., including servicing (Not Major Equipment)

#### **MASS TRANSIT (BUS, RAIL, PEOPLE'S MOVER)**

- ☐ 556-00 Transit Bus
- ☐ 557-00 Transit Bus Accessories and Supplies
- ☐ 558-00 Rail Vehicles and Systems
- ☐ 559-00 Rail Vehicle Parts and Accessories
- ☐ 864-00 Train Control, Electronics

#### **MEDICAL AND HOSPITAL EQUIPMENT, SUPPLIES AND SERVICE (INCLUDING PHARMACEUTICALS, DRUGS AND BIOCHEMICALS)**

- ☐ 260-00 Dental Equipment and Supplies
- ☐ 270-00 Drugs, Pharmaceuticals and Biological (For Human Therapeutic use)
- ☐ 271-00 Drugs, Pharmaceuticals and Sets (For high Volume Administration, Infusion, Irrigation, Tube Feeding)
- ☐ 410-00 Health Care and Hospital Facility Furniture
- ☐ 430-00 Gases, Containers and Equipment for Medical and Lab
- ☐ 435-00 Germicides, Cleaners and Related Sanitation Products for Health Care
- ☐ 465-00 Hospital and Surgical Equipment, Instruments and Supplies
- ☐ 470-00 Hospital Equipment and Supplies: Mobility, Speech Impaired, Restraint Items
- ☐ 475-00 Hospital, Surgical and Related Medical Accessories and Sundry Items
- ☐ 625-00 Optical Equipment, Accessories and Supplies
- ☐ 710-00 Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, etc.
- ☐ 948-00 Health Related Services
- ☐ 875-00 Veterinary Equipment, Accessories and Supplies
- ☐ 898-00 X-Ray and other Radiological Equipment and Supplies (Medical)

#### **METAL, METAL FABRICATION, FOUNDRY CASTING, MACHINE SHOP**

- ☐ 400-00 Equipment and Supplies, Foundry Castings
- ☐ 570-00 Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing and Fabricated Items
- ☐ 962-38 Galvanizing Services, Hot and Cold Dip, Plating Services
- ☐ 962-45 Industrial Electroplating Services
- ☐ 962-55 Metal Coating Services: Thermal, Spray and H.V.O.F. (High Velocity Oxy-Fuel)
- ☐ 962-82 Silver Recovery Services

#### **MICROFICHE AND MICROFILMING SERVICES AND EQUIPMENT**

- ☐ 575-00 Microfiche and Microfilm Equipment, Accessories and Supplies

#### **MISCELLANEOUS SERVICES**

- ☐ 962-31 Electrostatic Painting Services
- ☐ 962-36 Fireworks Display and Carnival Services
- ☐ 962-46 Installation Services (Not otherwise classified)
- ☐ 962-50 Leak Detection Services: Gas, Water, Chemical
- ☐ 962-59 Parking Services: Operation, Admission, Supervision
- ☐ 962-60 Party and Holiday Decorating Services
- ☐ 962-69 Records Management and Disposal
- ☐ 962-71 Religious Services
- ☐ 962-73 Restoration/Reclamation Services of Land and other Properties
- ☐ 968-46 Incinerator Services
- ☐ 578-35 Election Equipment and Supplies

**MISCELLANEOUS PROFESSIONAL SERVICES**

- ☐ 961-02 Administrative Services (All Kinds)
- ☐ 961-04 Artistic Services
- ☐ 961-12 Codification Services of Government Codes
- ☐ 961-15 Concession Services, Vending Services-Mobile and Stationary
- ☐ 961-17 Construction Management Services
- ☐ 961-19 Conservation and Resource Management Services
- ☐ 961-21 Cost Estimating Services
- ☐ 961-24 Court Reporting Services
- ☐ 961-27 Decontamination Services
- ☐ 961-29 Economic Impact Study Services
- ☐ 961-30 Employment Agency and Search Firm Services (Except for Temporary Personnel)
- ☐ 961-32 Environmental Impact Study Services
- ☐ 961-37 Fleet Management Services
- ☐ 961-39 Floral Designing and Arranging Services
- ☐ 961-41 Fuel Management
- ☐ 961-43 Hydrological Services
- ☐ 961-45 Inspections and Certification Services
- ☐ 961-48 Laboratory and Field Testing Services (Not otherwise classified)
- ☐ 961-50 Legal Services
- ☐ 961-51 Lobby Services
- ☐ 961-53 Marketing Services
- ☐ 961-55 Mining Services (Including Consulting and Geological Services)
- ☐ 961-57 Musical Production Services
- ☐ 961-60 Public Opinion Survey Services
- ☐ 961-64 Real Estate Services
- ☐ 961-66 Sign Painting Services
- ☐ 961-68 Sports Professional Services (Including Sports and Recreational Programs)
- ☐ 961-69 Testing and Monitoring Services (Air, Gas, Water)
- ☐ 961-70 Tank Management Services, Storage (Including Underground)
- ☐ 961-72 Transcription Services, Legal and Medical
- ☐ 961-74 Transit Management and Operations Services
- ☐ 961-75 Translation Services
- ☐ 961-78 Travel Agency, Chartering and Tour Guide Services
- ☐ 961-79 Travel Program Management Services
- ☐ 961-86 Veterinary Services
- ☐ 961-88 Weather Forecasting Services
- ☐ 961-90 Writing Services, All Kinds
- ☐ 961-94 Zoning, Land Use Study Services
- ☐ 999-99 Pre-Qualified Architects and Engineers

**MONEY MACHINES, FARE COLLECTION EQUIPMENT**

- ☐ 318-00 Fare Collection Equipment and Supplies, Money Machines

**MOTORS, PUMPS, COMPRESSORS**

- ☐ 025-00 Air compressors and Accessories
- ☐ 720-00 Pumping Equipment and Accessories
- ☐ 929-61 Motor Rewinding and Repairing, Electric
- ☐ 545-49 Motors and Engines, Industrial, All Types (Not Automotive, Lawn or Marine)
- ☐ 285-00 Motors and Parts (Fractional and Integral), Controllers, Relays, Switches, Starters, Coils, Brushes, etc.

**MOVING, STORAGE, TRANSPORTATION, DISPOSAL, REMOVAL AND DELIVERY SERVICE, EQUIPMENT AND SUPPLIES**

- ☐ 560-00 Material Handling and Storage Equipment and Accessories
- ☐ 962-24 Courier/Delivery Service
- ☐ 962-25 Removal and Disposal of Dead Animals
- ☐ 962-56 Moving Services
- ☐ 962-57 Moving Services, House, Portable Buildings, Trailers, etc.
- ☐ 295-50 Moving Walks and Parts
- ☐ 962-86 Transportation of Goods (Freight)
- ☐ 962-95 Warehousing and Storage Services (Not Storage Space Rental)

**OFFICE/SCHOOL/LIBRARY SUPPLIES**

- ☐ 015-00 Paper and Supplies for Office Machines



- ☐ 310-00 Envelopes, Plain or Printed
- ☐ 610-00 Carbon Paper and Ribbons
- ☐ 615-00 Office Supplies, General
- ☐ 620-00 Erasers, Inks, Leads, Pens, Pencils, etc.
- ☐ 645-00 Paper (For Office and Printing Use)
- ☐ 715-00 Publications and Audio Visual Materials
- ☐ 785-00 School Equipment and Supplies
- ☐ 962-74 Re-inking Services for Ribbons
- ☐ 956-00 Library Services, Subscriptions

#### **OFFICE EQUIPMENT, SUPPLIES AND ACCESSORIES**

- ☐ 555-00 Marking and Stenciling Devices
- ☐ 600-00 Office Machines, Equipment and Accessories
- ☐ 605-00 Office Mechanical Aids, Small Machines and Apparatuses

#### **PARK AND PLAYGROUND EQUIPMENT, SPORTING GOODS, SUPPLIES, ACCESSORIES, ETC.**

- ☐ 195-00 Clocks, Timers
- ☐ 650-00 Park, Playground, Recreational Area and Swimming Pool Equipment
- ☐ 805-00 Sporting and Athletic Goods
- ☐ 962-08 Athletic Training Services

#### **PERSONAL ITEMS AND BEAUTY CARE AND SUPPLIES**

- ☐ 095-00 Barber and Beauty Shop Equipment and Supplies
- ☐ 195-00 Clocks, Timers, Watches and Jeweler's and Watchmaker's Tools and Equipment

#### **PEST CONTROL SERVICE, EQUIPMENT AND SUPPLIES**

- ☐ 675-00 Poisons: Agricultural and Industrial
- ☐ 910-59 Pest Control Service and Termite Inspection
- ☐ 988-72 Pest Control Services (Other than Buildings)

#### **PHOTOGRAPHIC EQUIPMENT, SUPPLIES AND SERVICE**

- ☐ 655-00 Photographic Equipment and Supplies

#### **PRINTING EQUIPMENT, MACHINE SUPPLIES AND ACCESSORIES**

- ☐ 700-00 Printing Plant Equipment, Accessories, Machine Supplies and Maintenance

#### **PRINTING SERVICES**

- ☐ 125-00 Bookbinding Supplies
- ☐ 255-00 Decals and Stamps
- ☐ 300-00 Embossing and Engraving
- ☐ 310-00 Envelopes
- ☐ 395-00 Continuous Forms: Snap-outs, Computer Forms
- ☐ 860-00 Tickets, coupon Books, Sales Books, Strip Books, etc.
- ☐ 908-00 Bookbinding, Re-binding and Repairing
- ☐ 962-14 Blueprinting Services
- ☐ 965-00 Printing Preparations, Etching, Photoengraving, Preparation of Mats, Negatives and Plates
- ☐ 966-00 Printing, Publishing, Silk Screening, Typesetting
- ☐ 915-76 Reproduction (Copy Machines)
- ☐ 956-20 Copying Services

#### **RECYCLED AND RECYCLABLE MATERIALS, PRODUCTS AND SERVICES**

- ☐ 100-67 Containers, Recycling
- ☐ 310-60 Envelopes, Recycled Paper
- ☐ 395-51 Continuous Forms, Recycled, All Types
- ☐ 405-87 Recycled Petroleum Products
- ☐ 410-68 Recycled Health care and Hospital Furniture
- ☐ 415-57 Recycled Laboratory Furniture (All Types)
- ☐ 420-81 Recycled Furniture for Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School (All Types)
- ☐ 425-64 Recycled Office Furniture (All Types)
- ☐ 440-62 Recycled Glass Products
- ☐ 450-64 Recycled Hardware and Rubber Products
- ☐ 465-81 Recycled Hospital and Surgical Equipment
- ☐ 470-58 Recycled Mobility, Speech Impaired and Restraint Items
- ☐ 475-72 Recycled Hospital Accessories and Sundry Equipment and Supplies

- ☐ 520-61 Recycled Leather Products
- ☐ 540-77 Recycled Lumber
- ☐ 578-64 Recycling Equipment, Machines and Supplies
- ☐ 610-33 Recycled Carbon Paper
- ☐ 610-34 Recycled Ribbons
- ☐ 615-73 Recycled Office Supplies
- ☐ 620-94 Recycled Pens and Pencils
- ☐ 640-66 Recycled Paper, Plastics and Styrofoam Products (Disposable Type)
- ☐ 645-00 Recycled Paper Stock
- ☐ 650-48 Recycled Recreational and Park Equipment
- ☐ 655-79 Recycled Photographic Equipment and Supplies
- ☐ 745-68 Recycled Asphalt
- ☐ 755-37 Asphalt Recycling Equipment
- ☐ 906-74 Recycling System Services
- ☐ 962-70 Recycling Services (Including Collection)

**RENTAL OR LEASE – ALL TYPES: EQUIPMENT, SPACE, LAND, LOT, ETC.**

- ☐ 971-00 Rental or Lease – Real Property, Hotel/Motel Accommodations, Exhibit Booth, etc.
- ☐ 975-00 Rental or Lease – Equipment, Tools, Appliances, Furniture, Vehicles, Instruments, Machinery, etc.

**REPAIRS, MAINTENANCE AND RECONDITIONING**

- ☐ 928-00 Automobiles Trucks, Trailers, Buses, etc.
- ☐ 929-00 Agricultural, Industrial, Marine and Heavy Equipment
- ☐ 931-00 Appliances, Athletic, cafeteria, Furniture, Musical Instruments
- ☐ 934-00 Laundry, Lawn, Painting, Plumbing and Spraying Equipment
- ☐ 936-00 General Equipment
- ☐ 938-00 Hospital, Laboratory and Testing Equipment
- ☐ 939-00 Office and Photographic Equipment, Radios and TV Sets
- ☐ 940-00 Railroad and Track Equipment

**SALE OF SURPLUS AND OBSOLETE ITEMS**

- ☐ 998-00 Sale of Surplus and Obsolete Items

**SECURITY AND SAFETY EQUIPMENT, SUPPLIES AND SERVICE**

- ☐ 340-00 Fire Protection Equipment and Supplies
- ☐ 345-00 First Aid and Safety Equipment and Supplies
- ☐ 550-20 Flares and Fuses
- ☐ 680-00 Police Equipment and Supplies
- ☐ 962-65 Protection Services (Not Including Buildings)
- ☐ 990-05 Alarm Services
- ☐ 990-10 Armored Car Services
- ☐ 990-22 Card Access Security Services
- ☐ 990-25 Crime Prevention Services
- ☐ 990-27 Crossing Guard Services
- ☐ 990-30 Disaster Relief Services
- ☐ 990-32 Driver's License Services
- ☐ 990-37 Emergency Medical and Ambulance Services (Excluding Fire Services)
- ☐ 990-41 Fingerprinting Services
- ☐ 990-42 Fire and Safety Services
- ☐ 990-46 Guard and Security Services
- ☐ 990-52 Investigative Services
- ☐ 990-67 Patrol Services
- ☐ 990-70 Polygraph Testing Services
- ☐ 990-77 Safety Training and Awareness Services (Highway Safety, Boating, Seat Belt, etc.)
- ☐ 990-80 Surveillance Services

**SIGNS, SIGNAGE AND TRAFFIC CONTROL DEVICES**

- ☐ 550-00 Markers, Plaques, Signs and Traffic Control Devices
- ☐ 550-20 Flares and Fuses
- ☐ 968-80 Traffic Sign Installation
- ☐ 968-81 Traffic Sign Maintenance and Repair
- ☐ 968-82 Traffic Signal Installation
- ☐ 968-83 Traffic Signal Maintenance and Repair

**SOCIAL AND COMMUNITY SERVICES**

- ☐ 964-00 Temporary Personnel and Workers (All Types)

**WATERWORKS AND SEWAGE UTILITIES**

- ☐ 890-00 Water Supply and Sewage Treatment Equipment  
☐ 962-91 Utility Locator Service (Underground)  
☐ 962-92 Video Scanning Services of Sewers, /Waterwells, etc.  
☐ 968-00 Utilities, Water, Wastewater Services, Construction and Maintenance  
☐ 968-65 Pipeline Construction and Repair  
☐ 968-68 Sewer and Storm Drain Construction  
☐ 968-69 Sewer Maintenance and Repair  
☐ 968-73 Storm Drain Cleaning, Repair and Sludge Removal Services  
☐ 968-93 Well Pointing Services (De-watering)  
☐ 968-94 Waterproofing Systems and Repair Work  
☐ 968-95 Wastewater Treatment Plant, Operations, Testing, Maintenance  
☐ 968-96 Water System, Mains and Service Line Construction and Repair Service

**Request for Taxpayer  
Identification Number and Certification**

Give form to the  
requester. Do not  
send to the IRS.

Please print or type

Name (See **Specific Instructions** on page 2.)

Business name, if different from above. (See **Specific Instructions** on page 2.)

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

**Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number

| | | + | | |

or

Employer identification number

| + | | | | |

List account number(s) here (optional)

**Part II For U.S. Payees Exempt From  
Backup Withholding** (See the  
instructions on page 2.)

**Part III Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

**Purpose of Form**

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**Use Form W-9 only if you are a U.S. person** (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**If you are a foreign person, use the appropriate Form W-8.** See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What is backup withholding?** Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

**Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.



## Specific Instructions

**Name.** If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

### Part I—Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is **disregarded as an entity** separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

**Note:** See the chart on this page for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all

such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

### Part II—For U.S. Payees Exempt From Backup Withholding

Individuals (including sole proprietors) are **not** exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the separate Instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

### Part III—Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified state tuition program payments, IRA or MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to

report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.







# Instructions for Form W-8ECI

(Rev. December 2000)

## Certificate of Foreign Person's Claim for Exemption From Withholding on Income Effectively Connected With the Conduct of a Trade or Business in the United States

Section references are to the Internal Revenue Code unless otherwise noted.



Department of the Treasury  
Internal Revenue Service

### General Instructions

**Note:** For definitions of terms used throughout these instructions, see **Definitions** on pages 2 and 3.

**Purpose of form.** Foreign persons are generally subject to U.S. tax at a 30% rate on income they receive from U.S. sources. However, no withholding is required on income (other than personal services income and income subject to withholding under section 1445 (dispositions of U.S. real property interests) or section 1446 (foreign partner's share of effectively connected income)) that is, or is deemed to be, effectively connected with the conduct of a trade or business within the United States and is includible in the beneficial owner's gross income for the tax year.

If you receive effectively connected income from sources within the United States, you must provide Form W-8ECI to:

- Establish that you are not a U.S. person
- Claim that you are the beneficial owner of the income for which Form W-8ECI is being provided, and
- Claim that the income is effectively connected with the conduct of a trade or business within the United States.

If you expect to receive both income that is effectively connected and income that is not effectively connected from a withholding agent, you must provide Form W-8ECI for the effectively connected income and Form W-8BEN (or Form W-8EXP or Form W-8IMY) for income that is not effectively connected.

If you are a foreign partnership, a foreign simple trust, or a foreign grantor trust with effectively connected income, you may submit Form W-8ECI without attaching Forms W-8BEN or other documentation for your foreign partners, beneficiaries, or owners.

A withholding agent or payer of the income may rely on a properly completed Form W-8ECI to treat the payment associated with the Form W-8ECI as a payment to a foreign person who beneficially owns the amounts paid and is entitled to an exemption from withholding because the income is effectively connected with the conduct of a trade or business within the United States.

Provide Form W-8ECI to the withholding agent or payer before income is paid or credited to you. Failure by a beneficial owner to provide a Form W-8ECI when requested may lead to withholding of a 30% or 31% amount from the payment.

**Note:** For additional information and instructions for the withholding agent, see the **Instructions for the Requester of Forms W-8BEN, W-8ECI, W-8EXP, and W-8IMY**.

**Who must file.** You must give Form W-8ECI to the withholding agent or payer if you are a foreign person and you are the beneficial owner of U.S. source income that is (or is deemed to be) effectively connected with the conduct of a trade or business within the United States.

**Do not use Form W-8ECI if:**

- You are a nonresident alien individual who claims exemption from withholding on compensation for independent or certain dependent personal services performed in the United States. Instead, provide **Form 8233, Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien**, or **Form W-4, Employee's Withholding Allowance Certificate**.
- You are claiming an exemption from withholding for a reason other than a claim that the income is effectively connected with the conduct of a trade or business within the United States. For example, if you are a foreign person and the beneficial owner of U.S. source income that is not effectively connected with a U.S. trade or business and are claiming a reduced rate of withholding as a resident of a foreign country with which the United States has an income tax treaty in effect, do not use this form. Instead, provide **Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding**.
- You are a foreign person receiving proceeds from the disposition of a U.S. real property interest. Instead, see **Form 8288-B, Application for Withholding Certificate for Dispositions by Foreign Persons of U.S. Real Property Interests**.
- You are filing for a foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming the applicability of section 115(2), 501(c), 892, 895, or 1443(c). Instead, provide **Form W-8EXP, Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding**. However, these entities should use Form W-8BEN if they are claiming treaty benefits or are providing the form only to claim exempt recipient status for backup withholding purposes. They should use Form

C.L.I. No. 25002V



W-8ECI if they received effectively connected income (e.g., income from commercial activities).

- You are acting as an intermediary (i.e., acting not for your own account or for that of your partners, but for the account of others as an agent, nominee, or custodian). Instead, provide **Form W-8IMY**, Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding.
- You are a withholding foreign partnership or a withholding foreign trust. A withholding foreign partnership is, generally, a foreign partnership that has entered into a withholding agreement with the IRS under which it agrees to assume primary withholding responsibility for each partner's distributive share of income subject to withholding that is paid to the partnership. A withholding foreign trust is, generally, a foreign simple trust or a foreign grantor trust that has entered into a withholding agreement with the IRS under which it agrees to assume primary withholding responsibility for each beneficiary's or owner's distributive share of income subject to withholding that is paid to the trust. Instead, provide Form W-8IMY.
- You are a foreign corporation that is a personal holding company receiving compensation described in section 543(a)(7). Such compensation is not exempt from withholding as effectively connected income, but may be exempt from withholding on another basis.
- You are a foreign partner in a domestic partnership and the income you receive from the partnership is effectively connected with the conduct of a trade or business within the United States. See section 1446. A Form W-8BEN, Form W-8IMY, or Form W-8EXP is required, however, for income that is not effectively connected. See Rev. Proc. 89-31, 1989-1 C.B. 895.

**Giving Form W-8ECI to the withholding agent.** Do not send Form W-8ECI to the IRS. Instead, give it to the person who is requesting it from you. Generally, this will be the person from whom you receive the payment or who credits your account. Give Form W-8ECI to the person requesting it before the payment is made to you or credited to your account. If you do not provide this form, the withholding agent may have to withhold at a 30% or 31% rate. A separate Form W-8ECI must be given to each withholding agent.

**Change in circumstances.** If a change in circumstances makes any information on the Form W-8ECI you have submitted incorrect, you must notify the withholding agent or payer within 30 days of the change in circumstances and you **must** file a new Form W-8ECI or other appropriate form. For example, if during the taxable year any part or all of the income is no longer effectively connected with the conduct of a trade or business within the United States, your Form W-8ECI is no longer valid. You must notify the withholding agent and provide Form W-8BEN, W-8EXP, or Form W-8IMY.

If you become a citizen or a resident of the United States after you submit Form W-8ECI, you are no longer subject to the 30% foreign-person withholding rules. You must notify the withholding agent or payer within 30 days of becoming a U.S. citizen or resident. For more information, see the **Instructions for the Requestor of Form W-9**.

**Expiration of Form W-8ECI.** Generally, a Form W-8ECI will remain in effect for a period starting on the date the form is signed and ending on the last day of the third succeeding calendar year, unless a change in circumstances makes any information on the form incorrect. For example, a Form W-8ECI signed on September 30, 2001, remains valid through December 31, 2004. Upon the expiration of the 3-year period, you must provide a new Form W-8ECI.

## Definitions

**Beneficial owner.** For payments other than those for which a reduced rate of withholding is claimed under an income tax treaty, the beneficial owner of income is generally the person who is required under U.S. tax principles to include the income in gross income on a tax return. A person is not a beneficial owner of income, however, to the extent that person is receiving the income as a nominee, agent, or custodian, or to the extent the person is a conduit whose participation in a transaction is disregarded. In the case of amounts paid that do not constitute income, beneficial ownership is determined as if the payment were income.

Foreign partnerships, foreign simple trusts, and foreign grantor trusts are not the beneficial owners of income paid to the partnership or trust. The beneficial owners of income paid to a foreign partnership are generally the partners in the partnership, provided that the partner is not itself a partnership, foreign simple or grantor trust, nominee or other agent. The beneficial owners of income paid to a foreign simple trust (i.e., a foreign trust that is described in section 651(a)) are generally the beneficiaries of the trust, if the beneficiary is not a foreign partnership, foreign simple or grantor trust, nominee or other agent. The beneficiaries of a foreign grantor trust (i.e., a foreign trust to the extent that all or a portion of the income of the trust is treated as owned by the grantor or another person under sections 671 through 679) are the persons treated as the owners of the trust. The beneficial owners of income paid to a foreign complex trust (i.e., a foreign trust that is not a foreign simple trust or foreign grantor trust) is the trust itself.

The beneficial owner of income paid to a foreign estate is the estate itself.

**Note:** *A payment to a U.S. partnership, U.S. trust, or U.S. estate is treated as a payment to a U.S. payee that is not subject to 30% foreign-person withholding. A U.S. partnership, trust, or estate should provide the withholding agent with a Form W-9.*

**Effectively connected income.** Generally, when a foreign person engages in a trade or business within the United States, all income from sources within the United States other than fixed or determinable annual or periodical (FDAP) income (e.g., interest, dividends, rents, and certain similar amounts) is considered income effectively connected with a U.S. trade or business. FDAP income may or may not be effectively connected with a U.S. business. Factors to be considered to determine whether FDAP income and similar amounts from U.S. sources are effectively connected with a U.S. trade or business include whether:



- The income is from assets used in, or held for use in, the conduct of that trade or business **or**
- The activities of that trade or business were a material factor in the realization of the income.

There are special rules for determining whether income from securities is effectively connected with the active conduct of a U.S. banking, financing, or similar business. See section 864(c)(4)(B)(ii) and Regulations section 1.864-4(c)(5)(ii) for more information.

Effectively connected income, after allowable deductions, is taxed at graduated rates applicable to U.S. citizens and residents, rather than at a 30% withholding rate. You must report this income on an annual tax or information return as follows:

- **Individuals**—Use **Form 1040NR**, U.S. Nonresident Alien Income Tax Return.
- **Corporations**—Use **Form 1120-F**, U.S. Income Tax Return of a Foreign Corporation.
- **Partnerships**—Use **Form 1065**, U.S. Return of Partnership Income.
- **Trusts or estates**—Use **Form 1041**, U.S. Income Tax Return for Estates and Trusts.

**Foreign person.** A foreign person includes a nonresident alien individual, a foreign corporation, a foreign partnership, a foreign trust, a foreign estate, and any other person that is not a U.S. person.

**Nonresident alien individual.** Any individual who is not a citizen or resident of the United States is a nonresident alien individual. An alien individual meeting either the "green card test" or the "substantial presence test" for the calendar year is a resident alien. Any person not meeting either test is a nonresident alien individual. Additionally, an alien individual who is a resident of a foreign country under the residence article of an income tax treaty, or an alien individual who is a resident of Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or American Samoa is a nonresident alien individual.

**Note:** *Even though a nonresident alien individual married to a U.S. citizen or resident alien may choose to be treated as a resident alien for certain purposes (e.g., filing a joint income tax return), such individual is still treated as a nonresident alien for withholding tax purposes on all income except wages.*

See **Pub. 519**, U.S. Tax Guide for Aliens, for more information on resident and nonresident alien status.

**Disregarded entity.** A business entity that has a single owner and is not a corporation under Regulations section 301.7701-2(b) is disregarded as an entity separate from its owner.

**Withholding agent.** Any person, U.S. or foreign, that has control, receipt, or custody of an amount subject to withholding or who can disburse or make payments of an amount subject to withholding is a withholding agent. The withholding agent may be an individual, corporation, partnership, trust, association, or any other entity including (but not limited to) any foreign intermediary, foreign partnership, and U.S. branches of certain foreign banks and insurance companies. Generally, the person who pays (or causes to be paid) an amount subject to withholding to the foreign person (or to its agent) must withhold.

## Specific Instructions

### Part I

**Line 1.** Enter your name. If you are filing for a disregarded entity with a single owner who is a foreign person, this form should be completed and signed by the foreign single owner. If the account to which a payment is made or credited is in the name of the disregarded entity, the foreign single owner should inform the withholding agent of this fact. This may be done by including the name and account number of the disregarded entity on line 8 (reference number) of Part I of the form.

**Note:** *If you own the income or account jointly with one or more other persons, the income or account will be treated by the withholding agent as owned by a foreign person if Forms W-8ECI are provided by all of the owners. If the withholding agent receives a **Form W-9**, Request for Taxpayer Identification Number and Certification, from any of the joint owners, the payment must be treated as made to a U.S. person.*

**Line 2.** If you are filing for a corporation, enter the country of incorporation. If you are filing for another type of entity, enter the country under whose laws the entity is created, organized, or governed. If you are an individual, write "N/A" (for "not applicable").

**Line 3.** Check the box that applies. By checking a box, you are representing that you qualify for this classification. You must check the **one** box that represents your classification (e.g., corporation, partnership, etc.) under U.S. tax principles. If you are filing for a disregarded entity, you must check the "Disregarded entity" box (not the box that describes the status of your single owner).

**Line 4.** Your permanent residence address is the address in the country where you claim to be a resident for that country's income tax. **Do not** show the address of a financial institution, a post office box, or an address used solely for mailing purposes. If you are an individual who does not have a tax residence in any country, your permanent residence is where you normally reside. If you are not an individual and you do not have a tax residence in any country, the permanent residence address is where you maintain your principal office.

**Line 5.** Enter your business address in the United States. Do not show a post office box.

**Line 6.** You must provide a U.S. taxpayer identification number (TIN) for this form to be valid. A U.S. TIN is a social security number (SSN), employer identification number (EIN), or IRS individual taxpayer identification number (ITIN). Check the appropriate box for the type of U.S. TIN you are providing.

If you are an individual, you are generally required to enter your SSN. To apply for an SSN, get **Form SS-5** from a Social Security Administration (SSA) office. Fill in Form SS-5 and return it to the SSA.

If you do not have an SSN and are not eligible to get one, you must get an ITIN. **To apply for an ITIN**, file **Form W-7** with the IRS. It usually takes about 30 days to get an ITIN.

If you are not an individual (e.g., a foreign estate or trust), or you are an individual who is an employer or who

is engaged in a U.S. trade or business as a sole proprietor, use **Form SS-4**, Application for Employer Identification Number, to obtain an EIN. If you are a foreign wholly-owned entity, enter the U.S. TIN of your foreign single owner.

**Line 7.** If your country of residence for tax purposes has issued you a tax identifying number, enter it here. For example, if you are a resident of Canada, enter your Social Insurance Number.

**Line 8.** This line may be used by the filer of Form W-8ECI or by the withholding agent to whom it is provided to include any referencing information that is useful to the withholding agent in carrying out its obligations. A beneficial owner may use line 8 to include the name and number of the account for which he or she is providing the form.

**Line 9.** You must specify the items of income that are effectively connected with the conduct of a trade or business within the United States. You will generally have to provide Form W-8BEN, Form W-8EXP, or Form W-8IMY for those items from sources within the United States that are not effectively connected with the conduct of a trade or business within the United States. See Form W-8BEN, W-8EXP, or W-8IMY, and its instructions, for more details.

## Part II

**Signature.** Form W-8ECI must be signed and dated by the beneficial owner of the income, or, if the beneficial owner is not an individual, by an authorized representative or officer of the beneficial owner. If Form W-8ECI is completed by an agent acting under a duly authorized power of attorney, the form must be accompanied by the power of attorney in proper form or a copy thereof specifically authorizing the agent to represent the principal in making, executing, and presenting the form. **Form**

**2848, Power of Attorney and Declaration of Representative,** may be used for this purpose. The agent, as well as the beneficial owner, may incur liability for the penalties provided for an erroneous, false, or fraudulent form.

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**Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. If you want to receive exemption from withholding on income effectively connected with the conduct of a trade or business in the United States, you are required to provide the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is: **Recordkeeping**, 3 hr., 35 min.; **Learning about the law or the form**, 3 hr., 22 min.; **Preparing and sending the form to IRS**, 3 hr., 35 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **Do not** send Form W-8ECI to this office. Instead, give it to your withholding agent.